

## Hiring Procedure for Adjunct Faculty

- 1. The hiring manager (Associate Dean for Academic Affairs or Director of the Learning Center) extends an offer to the selected candidate. Once accepted, the Recommendation for Appointment form and completed Criminal Background Check form are forwarded to HR.
- 2. The Payroll Specialist will process the Criminal Background Check form.
  - Background check entered on website
  - Print confirmation page
  - Staple confirmation to background check form
  - Completed background check printed
  - Email hiring manager/supervisor, CC Payroll Specialist regarding completed background check
- 3. Hiring manager/supervisor creates and sends decline letters to non-selected interviewees.
- 4. Payroll specialist will create a Person of Interest (POI) in PeopleSoft to obtain Emplid for new hire.
- 5. Payroll specialist will email POI, hiring manager/supervisor, and IT Supervisor with Emplid and Claim Your Account document (Attachment G).
- 6. POI must complete steps in the Claim Your Account document to receive their User ID for NDUS and setup their Email account.
- 7. IT Manager verifies the POI's email is setup and sends a confirmation email to POI and hiring manager/supervisor.
- 8. Hiring supervisor/manager notifies IT Manager regarding Email groups, etc to which POI needs to be added.
- 9. Hiring supervisor/manager works with Campus Dean to complete the Contract Request Form (Attachment H) for Adjuncts on campus. A separate document is generated from the Learning Center for online instructors. The Campus Dean will forward the Contract Request Form to Payroll Specialist for processing.
- 10. The Payroll Specialist will process the Contract Request Form giving one copy to the Campus Dean for signature and mailing. The Campus Dean's office will give a copy of the signed contract to the Payroll Specialist when signed by the Campus Dean and new hire (where applicable).
- 11. The hiring manager will provide copies of the selected candidate's application packet (application, resume, official transcripts, etc.) to Payroll/HR in the business office.